

# 2010 BIMBÉ CULTURAL ARTS FESTIVAL

## VENDOR INFORMATION

Saturday, May 22, 2010

12pm - 9pm

CCB Plaza - Downtown Durham

### RENTAL SPACES:

1. All spaces are 10' x 10' and all vendor equipment, displays, stands, tents, tables, and supplies must be contained within this dimension. **Durham Parks & Recreation will not provide any equipment to vendors. (tents, table, chairs, etc.)**
2. Cost per rental space:

	City Resident	Non-City Resident
Food:	\$250.00	\$300.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$60)</i>		
Educational/Non-profit:	\$30.00	\$40.00
Artists/Natural Crafts:	\$50.00	\$60.00
Non-food vendors:	\$100.00	\$115.00

\*\*\**Additional rental space may be purchased in full increments only.*\*\*\*

**APPLICATION DEADLINE:** No applications will be accepted after **April 30, 2010**.

### FEES AND PAYMENTS:

NOTE: **Rental space must be paid in full at the time of application submission.** Payment should be made by MONEY ORDER, CASHIER CHECK, CASH, MASTERCARD/VISA.

**NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED.**

Checks should be made payable to: City of Durham Parks and Recreation.

### INSURANCE REQUIREMENTS:

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all food vendors to obtain their own insurance, naming the City of Durham as an additional insured, with combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance **must be included with this application.**

### SET UP/ VENDOR/ DISPLAY:

Vendors/Artists may begin set up in designated spaces at 9am on May 22<sup>nd</sup>. No vendor/artist will be permitted to set up any rental space prior to this time. Nor will any vendor/artist's assigned rental spaces be changed on event day. Vendor set up must be complete by 11am. All vehicular access to vendor spaces will not be available after this time. (Vendors, however, may hand carry items to rental spaces after this time, if necessary, e.g. re-stocking of vending items).

**Water, electricity, and waste water dumping containers will be provided by the City of Durham for Food Vendors ONLY.**

### **PERMITS:**

1. All permits for tents larger than 10x10 must be secured by the vendor from the Durham Fire Department (919-560-4242). All food vendors that will be cooking on site must also contact the Fire Department to obtain the proper cooking equipment guidelines. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800). **THESE REQUIREMENTS HAVE CHANGED.** As of July 1, 2008, the **Durham County Health Department will require a \$50.00 fee for all TFE's** at events. This fee must be paid directly to the Health Department and a proof of payment provided to DPR. This process must be complete a minimum of two weeks before the event.

2. **ALL VENDORS SELLING ANYTHING ON SITE MUST PRESENT A CURRENT CITY OF DURHAM PRIVILEGE LICENSE PRIOR TO SET-UP.** These can be obtained by contacting (919-560-4700). **Vendors without a valid Privilege License will not be allowed to participate and their vendor fee will be forfeited.** You may also download a license application from the City website: <http://www.durhamnc.gov/departments/finance/applications.cfm>

3. All licenses and permits (if applicable) must be submitted with application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to works exhibited during the BIMBÉ Festival. If insurance is desired, it must be purchased by the artist.

### **RAIN PROCEDURE**

Vendors should be prepared in the case of light rain to cover your rental space with plastic covers. In the case of heavy rain, the festival coordinator will consider and determine suspension or cancellation of any part or all of the event. **Vendors SHOULD NOT leave the festival area BEFORE the festival coordinator announces suspension or cancellation of the event. If a vendor should vacate their assigned rental space before an official suspension or cancellation is made by the festival coordinator, NO REFUND OF EVENT FEES WILL BE RETURNED TO THE VENDOR.**

### **REMEMBER: BIMBÉ EVENTS HAVE NO RAIN DATES!**

### **REFUNDS**

The \$50.00 food and drink vendor deposit is refundable provided vendors adhere to BIMBÉ Guidelines:

1. Sell only the items listed on the application.
2. Refrain from the sale of BIMBÉ paraphernalia. **BIMBÉ IS TRADEMARKED BY THE CITY OF DURHAM.**
3. Restore vendor space to its original condition, i.e. no dumping of coals or oils, clean up trash, etc. The City of Durham will provide a dumping tank for all food vendors use.

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

# 2010 BIMBÉ CULTURAL ARTS FESTIVAL VENDOR APPLICATION

[www.DPRPlayMore.org](http://www.DPRPlayMore.org)

**APPLICATION DEADLINE: April 30, 2010**

**Return Application By Mail to:**

City of Durham  
Parks and Recreation Department  
c/o BIMBE VENDOR 2010  
101 City Hall Plaza  
Durham, NC 27701

or

**Return Application in Person:**

City of Durham  
Parks and Recreation Department  
400 Cleveland Street  
Durham, NC 27701

***SPACE IS LIMITED!***

**Applications will be accepted during the hours of 9:00 am until 5:00 pm,  
Monday thru Friday until all rental spaces are filled.**

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To ensure variety and quality, BIMBÉ organizers reserve the right  
to limit vendors whose products are significantly similar.

Please provide detailed information to enhance your consideration for selection. Applications  
received without this information will not be considered.

**Payment In Full Must Accompany Application.**

Name\_\_\_\_\_

Business Name/Organization\_\_\_\_\_

Address\_\_\_\_\_City\_\_\_\_\_State\_\_\_\_\_Zip\_\_\_\_\_

Telephone: Home\_\_\_\_\_Work\_\_\_\_\_

E-Mail Address\_\_\_\_\_

**VENDOR DESCRIPTIONS(S):** This section **MUST** be complete!

Food: Y N Description: \_\_\_\_\_

Type of Cooking Equipment (i.e. grill, fryer):\_\_\_\_\_

Amount of Electricity needed (wattage): \_\_\_\_\_

Drink: Y N Description: \_\_\_\_\_

Non-Food: Y N Description: \_\_\_\_\_

Size of Canopy:\_\_\_\_\_

## **ARTISTS**

1. All work must be hand-made and original. (NO MASS PRODUCED ITEMS.)
2. Samples of work by photograph and/or website must be submitted with every application.

Website: \_\_\_\_\_

Please check the category in which you wish to exhibit:

### **Two-Dimensional**

☐ Drawing      ☐ Photography  
☐ Printmaking      ☐ Graphics  
☐ Other (specify): \_\_\_\_\_

### **Three- Dimensional**

☐ Sculpture      ☐ Fiber  
☐ Pottery      ☐ Leather  
☐ Jewelry  
☐ Other (specify): \_\_\_\_\_

**Name(s) of Individual(s) that will be operating your rental space: (All vendors will be issued BIMBÉ identification tags. Without these ID tags, vendors will not be allowed to operate. This will be enforced! Maximum of three (3) people per rental space. If more personnel are needed, please give a brief statement as to the reason. Festival staff and volunteers will not be allowed to oversee your booth at any time.**

\_\_\_\_\_  
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**I hereby affirm that I have read and do understand all instructions and guidelines in the BIMBÉ Application form and information packet. I agree to comply with all BIMBÉ rules/guidelines and my failure to do so will result in my removal from the Festival activities with no REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the BIMBÉ Event Coordinator.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

DPR/Bimbe Application: **revised 1/2010**

### **For Office Use Only**

Date Rec'd: \_\_\_\_\_

By Mail \_\_\_\_\_ In Person \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_